

C O N F I D E N T I A L

Approved For Release 2001/07/29 : CIA-RDP78-05244A000200050007-4

24 September 1976

OFFICE OF FINANCE NOTICE NO. 7-TQ

SUBJECT: Implementation of the New General Accounting System (GAS)

1. The purpose of this notice is to confirm that effective 1 October 1976 the new General Accounting System will be implemented.

2. Commencing 1 October 1976 all financial documentation (obligations, commitments and vouchers) originating from Components located at Headquarters will be forwarded to the Headquarters Section, Data Base Management Branch (DBMB), Office of Finance (Room 6-G-20 Hqs., ext. [REDACTED] for input and processing. All other Components will forward their financial documentation to the Key Section, DBMB, OF (Room 513 Key Bldg., ext. [REDACTED] for input and processing. Any questions or requests for assistance concerning this documentation should be addressed to the specific section of the DBMB responsible for the processing of data pertaining to that geographic location.

3. The new GAS system requires the use of new forms that are specified by the GAS User Manual. Except for Form 540 (Travel Order), which the contractor advises may be delivered late, all new forms will be available at Agency stockrooms no later than 1 October 1976. Until the new Form 540 is available, obligations for travel orders executed by use of the old Form 540 may be recorded by using covering APODS (Form 3781) and APOD Specials (Form 3781A). In cases wherein source documents would be used to report and record obligations but it becomes necessary to hold such documents, APODS and APOD Specials may be used to report and record the obligations.

4. Users are requested to exercise discretion on the timing and use of the new forms. When it can be determined that old forms that are prepared prior to 1 October 1976 will arrive at an input location after 1 October 1976, a new Posting Voucher (Form 606 revised) must be prepared and attached to the old form for processing. Refer to your GAS User Manual for specific coding requirements.

5. The Data Base Management Branch will provide assistance and guidance to users as required during the critical transition from the old system to the new General Accounting System.

[REDACTED] 25X1A

Thomas B. Yale
Director of Finance